

Weekly Report for Week Ending 17 December 1958

from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

25X1A9a

a. Shelf Filing

General Counsel/Office Layout and Filing Equipment ✓

No change from previous report.

Office of Personnel ✓

No change from previous report.

OCR/IR Filing Equipment Installation ✓

Equipment was received and the installation is being made.

Security/Building 13

No change from previous report. ✓

25X1A8

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Specifications for the filing equipment have been completed and a letter of transmittal is being prepared. Office of Security (per [redacted] interposes no objection or restrictions on open procurement for this installation except that it be handled through the GSA office in that area.

25X1A9a

EE Division DD/P ✓

Requisitions for the necessary equipment have been prepared and sent to Records Management Staff.

b. Record Systems

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Records System for DD/Pers/PD [redacted]

25X1A9a

Arranged through ARO/ORR for Mrs. [redacted] to visit two large Subject-Numeric Files (AD/RR and DAD/Geographic Reports) and secretariat of Economic Intelligence Committee for briefing on their filing systems. Began screening material for disposition and expanding current Subject-Numeric File to include non-administrative material.

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25X1A9a

Special Planning Assistant/DD [REDACTED]

Installation of the file system continues. File folders and a specially tailored file index have been provided for the main file. Work continues on the installation of a file system for the Emergency Planning Officer's file. In addition, a VM Deposit Schedule and a Records Control Schedule will be drafted.

Subject-Numeric Files in OP [REDACTED] 25X1A9a

Fourteen installed; one in process (Employee Relations Branch) ✓

25X1A9a

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OO [REDACTED]

25X1A6a

No action has been taken on this project by the ARO. A trip to [REDACTED] will be scheduled soon.

25X1A9a Executive Secretary FE/DD/P [REDACTED]

25X1A2e

25X1X4 ✓

At the request of Mr. [REDACTED] a visit to the 25X1A9a Office of the Executive Secretary was arranged to examine the [REDACTED] files. They total approximately [REDACTED] housed in 5-drawer card safes. The office agreed to again consider our proposal to use Rol-Dex equipment for these cards.

25X1A9a ✓

Personnel/Contract Personnel Division/Card Index [REDACTED]

Office of Security has inspected the office space under consideration for the installation of card filing equipment and informed us that either one of two rooms can be used. Mr. [REDACTED] 25X1A9a Chief Personnel Contract Division, will decide which room he prefers, then Logistics will be requested to make the necessary modifications.

c. Records Schedules

25X1A9a

Office of Central Reference [REDACTED]

✓ Review of the schedule is continuing. On 11 December arranged for Assist. ARO/OCR, [REDACTED] to visit two large 25X1A9a Subject-Numeric Files in ORR (AD/RR and DAD/Geographic Area).

25X1A9a

Medical Staff [REDACTED]

✓ The physical phase of the audit has been completed; the schedule for the Operations Division was revised and forwarded to the Medical Staff for coordination. Survey is nearing completion.

d. Special Project

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Review of Clerical Training in Filing [REDACTED]

25X1A9a On 15 December briefed Mrs. [REDACTED] Chief/Clerical Training/OTR, and 3 instructors on RMS recommendations based on monitoring course in "Filing" given clerical employees in IAS/Pool. Mrs.

25X1A9a [REDACTED] agreed to consider expanding course to five sessions and to continue joint OTR-RMS efforts to update lesson plans and improve visual aids.

25X1A9a 3. Vital Materials [REDACTED]

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Discussed with Miss [REDACTED] OO [REDACTED] a revision of the VM Deposit Schedule for [REDACTED]. The changes discussed resulted from a critique of this year's [REDACTED]. In order to provide a better file arrangement and machine listing Miss [REDACTED] agreed to establish several file categories which will permit the grouping of like materials under specific headings.

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25X1A9a

Microfilming of VM in the Office of Personnel has been completed. Filming projects in OCR/IR and GR and Security Office continue and are 20%, 17% and 40% complete, respectively.

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[REDACTED]
of DD/P accompanied last week's trip to the Repository.

4. News

1a. ✓ Have been notified by the ARO/OS that he is preparing to transfer 22 cu. ft. of records to the Records Center. This is one indication that added impetus is being given to the program by the Chief of the new Security Records Division. 25X1A9a

